



Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Adult Social Care / Provider Services – Support at Home
POST:	Support at Home Care Worker
GRADE OF POST:	GR05
RESPONSIBLE TO:	Team Leader

JOB PURPOSE:

To provide support to older people, people with a disability or cognitive needs, in their own homes within BCBC during the day, nights and for emergency cover, in accordance with their care and support delivery plans.

Promoting and enabling people to maintain their independence whilst ensuring they receive short or long term level of care according to their assessed need. Enabling people to have a voice, choice and control in 'what matters' to them.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Supporting people in the community practising the enabling approach, with personal care needs, which may include washing, toileting and dressing, and non-personal care tasks e.g. Prompting, assisting and, if trained, administering medication as per requirement and in accordance with their service care and support delivery plan or Therapy/nurse care and treatment plans.
- Promoting and enabling independence and encouraging individuals to carry out activities of daily living as outlined in their care and support delivery plans and to make informed choices which deliver best outcomes.
- Supporting the general wellbeing of individuals by communicating the importance of maintaining healthy living patterns, prompting medication and performing simple health checks under the supervision of the nurse
- You maybe required to assist the Mobile Response team if they are unable to respond to a call due to demands of the Telecare Service.
- Taking responsibility for being aware of and adhering to the standards, policies and procedures of Bridgend County Borough Council. These

include Health and Safety, Risk Assessment and the Code of Conduct of Professional Practice Social Care Wales.

- Participating fully in the domiciliary care rota, including evenings, nights, weekends and bank holidays and visiting individuals in accordance with the weekly itinerary provided.
- Completing accurate and appropriate written entries and writing observations on tasks completed by individuals within an individual's documents, including daily record sheets kept with the service delivery plan, in the person's home.
- Recording and reporting to your line manager, any concerns you may have regarding an individual person and any changes in their situation, which may affect their service delivery / care and support delivery plan or of any new risks that are emerging that require further assessment. Providing regular feedback to therapists / nurses of individuals progress and pass on relevant information at team meetings.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK (WHERE APPLICABLE)

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification

Support at Home Care Worker

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Educated to City & Guilds Level 2 Health and Social Care: Core and Practice (Adults) or a predecessor qualification as approved by Social Care Wales or be prepared to undertake training to achieve the award. • Registration with Social Care Wales or requirement to register within 6 months. • Commitment to undertake any First Aid, Manual Handling training, All in house training. 	<p>(Yes)</p> <p>(Yes)</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working with, or supporting, older people those with a disability or cognitive needs. • Experience of working on your own, within a team and using initiative. • Knowledge and understanding of the needs and rights of older and disabled people and their carers. • Knowledge and understanding of good hygiene practice in relation to food and infection control. • Experience of completing reports and relevant documentation, providing information to contribute to assessments and ensure that clear and concise instructions are passed to other concerned parties. • Experience of dealing with / preventing emergency situations. • Knowledge and understanding of health and safety 	<p>(Yes)</p>	Interview, application form and selection process.

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<ul style="list-style-type: none"> Knowledge of Safeguarding Adults at Risk processes. 		
Skills & Personal Qualities	<ul style="list-style-type: none"> Ability to record accurate and concise information. Ability to assist others sensitively and effectively with personal care (washing, toileting and dressing). Assisting individuals in home keeping skills including meal preparation. Ability to communicate clearly and effectively with individuals, colleagues and managers. Good time-keeping and reliability. Patient, sensitive and respectful to individuals, carers and colleagues. Ability to maintain confidentiality and share information where appropriate. Ability to drive The ability to communicate through the medium of Welsh. 	<p>(Yes)</p> <p>(Yes)</p> <p>(Yes)</p> <p>(Yes)</p> <p>(Yes)</p> <p>(Yes)</p> <p>(Yes)</p>	Interview, application form, and selection process.